City of Las Vegas
Career Opportunity

Letter of Interest/Applications are being accepted for a **CADD Technician** for the City of Las Vegas Utilities Department.
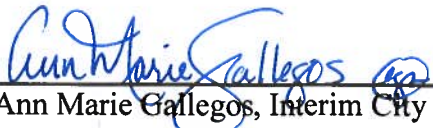
Entry Level: $12.29

Nature of Job: Research information in preparation for design work to develop plans and maps. Revises maps and plans. Develops various designs on the AutoCAD System and manually drafts designs when needed. Responsible for the update and upkeep of system maps. Establishes goals, objectives, procedures, and policies to ensure the effective and efficient operation of the Drafting Section. Develops and maintains files of all City easements, maps, subdivisions and the utility system. Prepares presentations and illustrations. Perform general maintenance and upkeep equipment. May be required to perform other duties as assigned.

Qualifications: High School Diploma or Equivalent. Prefer two (2) year degree in Drafting and Design. Valid NM Class D Driver's License, exceptional driving record and must be insurable by the City's insurance carrier. Must have two (2) years related experience in drafting related field. Must be able to communicate effectively with the general public and administrative personnel. Must be able to interpret aerial maps. Must be able to interpret plans, surveys, legal descriptions, and construction drawings. Must be skilled in the utilization of the latest Drafting Equipment. Must have knowledge and understanding of importance in maintaining updated records and mapping systems. Must be knowledgeable in the use of field survey equipment.

Posted: General Public: May 7, 2019 Until Filled

General Public: Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Ann Marie Gallegos, Interim City Manager   Human Resource Director